

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

April 14, 1972

MEMORANDUM 1971-27

TO: Heads of Departments and Agencies

FROM: KeNam Kim, Comptroller

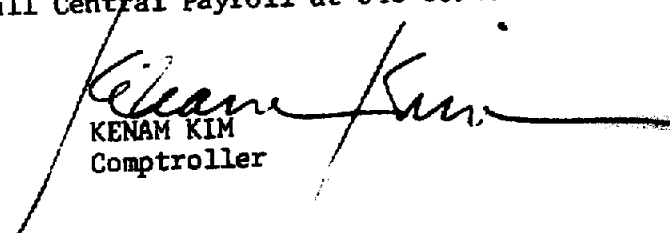
SUBJECT: Revised Payroll System

In preparing for the implementation of the revised payroll system, the distribution code files must be up-dated and corrected where necessary. Accordingly, we attach herewith a listing of the distribution codes pertaining to your department which are now contained in the computer files, and we request that the listing be reviewed for completeness and returned to Central Payroll, DAGS, no later than Friday, April 21, 1972. The review should consist of ascertaining that the listed items (codes and related designations) are accurate, and, if not accurate, making the corrections.

In making corrections, it is necessary that the corrections be shown uniformly throughout the departments; therefore, we would appreciate adherence to these instructions:

1. Use red ink. Print legibly.
2. To correct a designation - Line out the printed designation and enter the correct designation to the right of the lined-out item.
3. To correct a code - Line out the printed code and designation, and add the new code and related designation as provided for in the "add" procedure shown in item 5. below.
4. To delete a listed item (code and related designation) that no longer applies - Line out the item completely.
5. To add a new code - Enter the new code and designation on the bottom of the page. If more space is required, use the blank sheets provided. (The designation description is limited to thirty (30) characters.)

We would appreciate your cooperation in this effort. If there are any questions regarding the above, please call Central Payroll at 548-3094.


KENAM KIM
Comptroller

Attach.